



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTSTE302C Inspect and pack items**

**Release: 1**

## HLTSTE302C Inspect and pack items

### Modification History

Not Applicable

### Unit Descriptor

#### Descriptor

This unit of competency describes the skills and knowledge required follow correct procedures for the preparation, inspection, assembly and labelling of items for sterilisation

The range of functions is prescribed around known standards, guidelines, manufacturer's recommendations and organisation policies and procedures

### Application of the Unit

#### Application

The application of knowledge and skills described in this competency unit could take place in a range of health settings, including hospitals and specialist sterilisation facilities

The application of knowledge and skills takes place around standards, guidelines, policies and procedures and under the supervision of a qualified person

The preparation and packing of linen is covered by:

- LMTPR09A Inspect, fold and pack theatre linen

### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

### Pre-requisite units

This unit must be assessed after successful achievement of pre-requisites:

- HLTIN301C Comply with infection control policies and procedures
- HLTSTE308B Care for surgical instruments

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Prepare packing area

- 1.1 Wear appropriate attire
- 1.2 Clean area prior to processing
- 1.3 Wash hands according to infection control guidelines
- 1.4 Manage and maintain stock levels, including manufacturers batch/lot number tracking, according to organisation policies and procedures
- 1.5 Test heat sealers

**ELEMENT****PERFORMANCE CRITERIA**

## 2. Prepare and inspect items

- 2.1 Identify *items* requiring specific priority
- 2.2 Sort items according to type, size and density for appropriate packaging material and method, as per organisation policies and procedures
- 2.3 Inspect items for cleanliness and dryness and reprocess where required
- 2.4 Inspect items for functionality and completeness according to manufacturer's guidelines and organisation policies and procedures
- 2.5 Re-assemble multi-part items for checking and disassemble or sufficiently loosen prior to packaging and sterilisation to ensure sterilant contact on all surfaces
- 2.6 Prepare and inspect items for functionality and life expectancy with consideration of the continued care and maintenance of general and specialised instruments including microsurgical, insulated, handpieces, power tools and endoscopic equipment, according to AS/NZS 4187, manufacturer's recommendations and organisation policies and procedures
- 2.7 Use illuminated magnifier appropriately
- 2.8 Lubricate moving parts where necessary and according to AS/NZS 4187, manufacturer's recommendations and organisation policies and procedures
- 2.9 Identify loan items and implantable items and process according to AS/NZS 4187 and organisation policies and procedures
- 2.10 Identify, report, remove and/or replace damaged/faulty items and items due for preventative maintenance
- 2.11 Report missing items according to organisation policies and protocols
- 2.12 Assemble and package thermally disinfected items for transfer to appropriate location

**ELEMENT****PERFORMANCE CRITERIA**

## 3. Assemble and package items

- 3.1 Select packaging materials and technique with reference to sterilisation mode, and according to AS/NZS 4187, and organisation policies and procedures
- 3.2 Select, inspect and prepare instrument trays or rigid sterilisation containers according to AS/NZS 4187, manufacturer's recommendations and organisation policies and procedures
- 3.3 Assemble trays/rigid containers of instruments against check lists
- 3.4 Open and unlock items with hinges/ratchets
- 3.5 Disassemble/loosen multi-part instruments
- 3.6 Protect delicate and sharp items in accordance with organisation policies and procedures
- 3.7 Select appropriate *packaging material*
- 3.8 Package hollow ware items with all openings facing the same direction
- 3.9 Use chemical indicators according to AS/NZS 4187 and organisation policies and procedures
- 3.10 Pack, secure and label packages to comply with aseptic retrieval principles
- 3.11 Close and secure rigid sterilisation containers with external tamper-proof clips, chemical indicators and labels, according to manufacturer's specifications
- 3.12 Use appropriate manual handling when assembling and packing items
- 3.13 Complete quality assurance documentation according to AS/NZS 4187 and organisation policies and procedures

**ELEMENT**

## 4. Operate equipment

**PERFORMANCE CRITERIA**

4.1 Select and operate *equipment* correctly and safely

4.2 Complete routine cleaning and performance monitoring and maintenance of heat sealing equipment according to AS/NZS 4187, manufacturer's recommendations and organisation policies and procedures

4.3 Use appropriate manual handling when operating equipment and ergonomic packing tables and anti-fatigue matting

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Basic principles and practices of cleaning and disinfection
- Classes of chemical indicators
- Different types of wrapping and packaging materials (disposable and reusable)
- Fundamental knowledge of infection control principles as it affects the sterilisation work environment
- Fundamental knowledge of microbiology as it affects the sterilisation work environment
- Importance of accurate documentation
- Methods of wrapping
- OHS policies, guidelines and symbols and their relevance to working in the sterilisation area
- Organisation policies and procedures regarding packaging material techniques
- Relationship between the wrapping/packaging material and the sterilisation method used
- Relevant standards, including AS/NZS 4187, AS/NZS 4815 and all relevant infection prevention guidelines
- Relevant state/territory guidelines for sterilising services
- Sealing material and the impact of it on the sterilisation process
- The importance of sterilisation technology as a contribution to client safety
- The legal responsibilities providers of health care in relation to confidentiality, client rights, duty of care and implications of negligence
- Use of recall and tracking systems

#### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Accurately complete all documentation

## REQUIRED SKILLS AND KNOWLEDGE

- Address OHS, infection control and manual handling requirements
- Apply fundamental knowledge of microbiology as it affects the sterilisation work environment
- Apply knowledge of the importance of sterilisation technology as a contribution to client safety
- Comply with AS/NZS 4187 and AS/NZS 4815 for sterilisation purposes
- Demonstrate consistency of performance over a number of trials
- Ensure integrity of packaging is maintained at all times
- Follow procedures for instrumentation

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Demonstrate machine and equipment operation, ie illuminated magnifier, heat sealer
- Follow organisation policies and procedures
- Prepare, process and assemble trays and packs
- Select and use appropriate attire
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility
- Use problem solving skills - the ability to use available resources and prioritise workload

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place



## EVIDENCE GUIDE

*unit:*

away from the workplace, the assessment environment should represent workplace conditions as closely as possible

- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace

*Context of and specific resources for assessment:*

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible. Acceptable simulation requires:
  - packaging a full range of instruments
  - using a full range of packaging materials and techniques
- Resources essential for assessment include access to:
  - relevant workplace or appropriately simulated environment where assessment can take place
  - Australian Standards, government and organisation policies and procedures
  - equipment, trays, packs, items, checklists and materials for processing and packing

*Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

## Range Statement

## RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Assembly equipment may include:*
- Illuminated magnifier
  - Packaging workstations
  - Information technology, eg computers, scanners, label printers
  - Insulation tester
- Items required during packaging may include:*
- Internal chemical indicators
  - Sterilisation tape
  - Tray liners
  - Tamper proof devices
  - Rigid sterilisation container filters
  - Identification labels
  - Instrument check lists
  - Instrument protective devices, eg pin mats, sharp's protectors
  - Quality management documentation eg repair slips, non-conformance reports
  - Biological indicators
- Packaging material may include:*
- Textiles
  - Non-woven wraps - cellulose and non-cellulose
  - Flexible laminate packaging - rolls, pouches
  - Paper bags
  - Rigid sterilisation containers

## **Unit Sector(s)**

Not Applicable